

**GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION**

**Minutes of the meeting by the Commissioner of Technical Education,  
with senior officers of Department.**

A meeting is convened by Commissioner of Technical Education, Telangana, to discuss about the various issues of the department with senior officers of the department on 05/08/2017 at her chambers in office of Secretary, TSPSC, Hyderabad. Senior officers of department attended the meeting.

The following decisions were taken after detailed deliberations:

**I. Amenities to Students**

1. The principal shall take the following steps for better usage of Laptops procured under scheme "amenities to SC and ST students" during the year 2016-17.
  - a. Laptops shall be loaded with appropriate software preferably open source. If any authorized software is needed for course study, the same may be procured under amenities scheme.
  - b. Laptops shall be distributed among sections concerned and kept in computer labs of section concerned under the control of lab in charge and made available to final year students for usage.
  - c. Principals shall take steps for regular charging of laptops by providing charging points.
  - d. Classes shall be conducted to final year students in handling and operating of laptop and one extra hour per week must be allotted.
  - e. Under No circumstances Lap tops shall be allowed to be moved to other place. A staff member shall be kept in charge of Laptops. A daily register shall be maintained regarding the usage of lap tops.
  - f. Final year students may be permitted to take the laptop one per batch for a restricted period for preparation of project work etc., on the request of project guide
  - g. The Principals and OSD shall immediately take action for procuring Laptops so that all final year students are covered during the year 2017-18.

**Action: All Principals**

**II. Tech Fests and Awards**

2. The Scheme "Tech Fests and awards" scheme shall be name as "SRUJANA".
3. Small IT problems also shall be given as student topic in SRUJANA programme.
4. Training shall be given to Tech Fests Coordinators by inviting eminent faculty from IIITs, NITs etc to identify the student topics.

**Action: Secretary SBTET**

### **III. Skill Development Centers.**

5. The collection of fees from the trainees in Skill Development centers shall be discontinued with immediate effect as SDC is government funded scheme. Fees reimbursement for the year 2016-17 shall be made by SBTET if any.

**Action : Secretry, SBTET/Principals.**

6. Funds are allotted to Polytechnics to meet the expenditure towards guest faculty, Mentors, procurement of equipment etc., Hence Principals shall ensure that every student before completing the Diploma course from Polytechnic shall have at least two more certificates in skills other than his domain skills.

**Action: Principals**

7. A SDC monitoring cell shall be constituted at CTE office.

**Action: OSD/JD**

### **IV. Industry Institute Interaction**

8. A committee with Principals shall be constituted to study about entering in to MOU with Industries and prepare a Draft MOU after thorough discussions with Industries representatives so as to provide number of internships equal to number of students who are going to Industrial Training from May 2018.

**Action : Secretary SBTET/RJD.**

### **V. Bio Metric Attendance**

9. A meeting shall be convened with CGG, UDAI and TSTS to restore functioning of BMA. A formal acceptance may be given to Mee Seva authorities for paying the charges towards BMA authentication.

**Action: OSD/AD(K)**

### **VI. Other issues**

10. Funds should be allotted by the Secretary, SBTET to RJD office to meet the conveyance expenses towards academic and administrative inspection on the request of Sri. P.Yellaiah, RJD, TE, Hyderabad.

**Action : Secretary, SBTET**

11. The RJD shall be delegated powers to countersign the form 103 to enable the principals to submit bills to Treasury to draw budget under Sub Head 340

**Action : DD(NT)**

**Sd/- A. VANI PRASAD  
COMMISSIONER**

*Md. Saadeg nader*  
For COMMISSIONER